ACMIS Acquisition Career Management Information System

Federal Acquisition Institute

An Introduction to ACMIS: A User's Guide

Introduction to the ACMIS User's Guide

Introduction to the ACMIS User's Guide

This guide offers an overview of the ACMIS environment and functions, enabling federal employees to effectively use the system to input, update, review, and retrieve data.

Using the Guide

Section One of this manual provides an introduction explaining ACMIS. Section Two outlines steps on how to use ACMIS. Section Three provides answers to frequently asked questions and information on how to access help.

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Introduction to ACMIS

What is ACMIS?

The Acquisition Career Management Information System (ACMIS) is a government-wide repository used to track and analyze acquisition workforce information. It serves as an essential Federal Acquisition Institute (FAI) tool for helping managers and federal employees make informed decisions about staffing and training.

Who uses ACMIS?

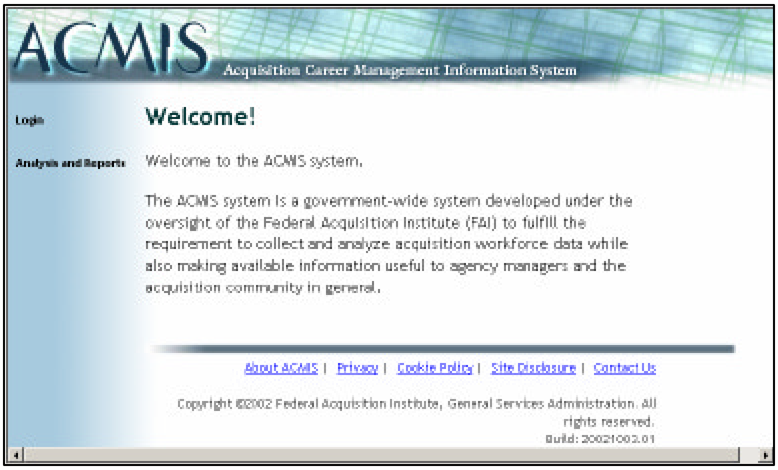
Federal employees, managers, and administrators use ACMIS to create and maintain records about acquisition workforce. Each user in ACMIS has defined access levels that identify what data the user can view and edit. Access levels are discussed in more detail in the manual. See *Understanding Access Levels on page 4 for more information*.

Why use ACMIS?

ACMIS allows federal employees to easily access and update personal information records. The information stored in ACMIS can serve as a resume builder for staff as they progress in their careers in acquisition. There are also reports available, which can be retrieved and used in making decisions related to the acquisition workforce.

How do I use ACMIS?

ACMIS is a Web-accessible database accessed through a standard Web browser (Internet Explorer). Using ACMIS is similar to accessing any Web page. If you're familiar with the World Wide Web, you can easily use ACMIS. **www.acmis.gov**


ACMIS
Acquisition Career Management Information System
Login
Analysis and Reports
Welcome!
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Welcome to the ACMIS system.

The ACMIS system is a government-wide system developed under the oversight of the Federal Acquisition Institute (FAI) to fulfill the requirement to collect and analyze acquisition workforce data while also making available information useful to agency managers and the acquisition community in general.

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Build: 20021003.01

Welcome Screen

Understanding Access Levels

Understanding Access Levels

Once you have successfully logged into ACMIS, your assigned access level determines what information you can view and edit in the system. The table identifies the access levels in ACMIS and defines the rights associated with each.

ACMIS Access Levels

Users	***Rights***
ACMIS Employee: *Employee designated by agency as acquisition workforce*	➢ View and update personal records ➢ Select supervisor and/or training manager and grant access to view and update records
Supervisor: *Agency employee who supervises ACMIS employees*	➢ View and update records for all supervised employees (given these access rights by the employee)
Training Manager: *Agency employee whose duties include scheduling training & recording completion of training*	➢ View and update training course information for employees (given these access rights by the employee)
Program Administrator: *Agency employee who maintains agency information in ACMIS*	➢ View and update agency specific data (e.g., Training Providers and Mandatory Training Groups) ➢ Create accounts for employees whose personnel files are not in the system ➢ Select Program Administrators and grant them access to view and update agency specific data ➢ Reset passwords and accounts for employees
System Administrator: *Contract employee who oversees ACMIS*	➢ View all system data except passwords ➢ Update any system data and reset passwords

NOTE

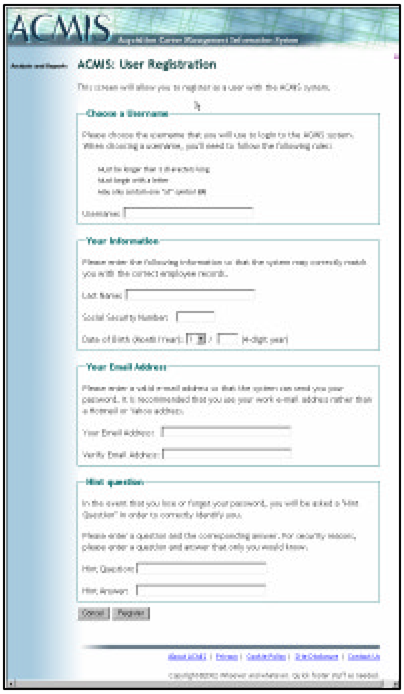
Employees have the right and responsibility to select supervisors and training managers and grant them access to their records.

Getting Started Using ACMIS

Registration process

In order to register with ACMIS, your personnel records must already exist in ACMIS. Review the list of job series contained in ACMIS on the login screen. If your job series is listed, follow the steps below. If your job series is **not** listed, read the *Note* at the bottom of this page.

To access the system, you must complete a registration form on the ACMIS site. Once the form is submitted, you are sent a temporary password via e-mail that allows you to log in to ACMIS.


ACMIS
ACMIS: User Registration
Choose a Username
Username:
Your Information
Last Name:
Social Security Number:
Date of Birth (Month / Year):
(4-digit year)
Your Email Address
Your Email Address:
Verify Email Address:
Hint question
Hint Question:
Hint Answer:
Cancel
Register

User Registration Screen

To Register with ACMIS:

1. Open your Browser and type the URL in the Address field: **www.acmis.gov**.
2. Read the *Unclassified Government Site Disclosure*. Click the **Accept** button to continue with the log in process.
3. Click the **Register as a New User?** link on the Login Screen. The User Registration screen is displayed.
4. Enter the required information in each field. Follow the instructions that are provided. *Use the **Tab** key to move between fields.*

Tips for completing the form:

- *Create a username that is the same format of an e-mail username (e.g., john.smith).*
- *There are **no** dashes in the social security number.*
- *Remember to submit your work e-mail address.*
- *Enter a hint question and answer that is used on the Forgot password form.*

5. Click the **Register** button to submit the completed form. The data is verified within 24 hours and a temporary password is e-mailed to you.

NOTE

*If your job series is **not** listed, you must contact your designated Program Administrator to create an account for you. This account contains your birth date and social security number. Once you have an account, you can register with the system.*

Getting Started Using ACMIS

To Log in to ACMIS the First Time:

1. Return to the ACMIS site. **www.acmis.gov**
2. On the Welcome screen, click on the **Login** link located on the sidebar. The Login screen is displayed.
3. Enter your Username (created at Registration) and the temporary password (i.e., the one received via e-mail.)
4. Click the **Sign In** button. The Change Password screen is displayed.

Tip for First Log in:

The "Password" field is case sensitive. To avoid errors, copy the temporary password from the e-mail message and paste it into the password field.

Password Guidelines

You must change your temporary password after your initial log in. If you do not, you will be locked out of the system. Review the *Welcome to ACMIS* e-mail message to ensure that you are compliant with the ACMIS password guidelines. Create a password that:

- Is at least 8 characters in length; and
- Contains a combination of alphabetic, numeric, and special characters.
- Example: pazzwrd#03
- *Note that a password expires every 90 days at which time you are prompted to change your password before continuing to use the system.*

To Change Your Password:

1. Enter (or paste) the temporary password in the "Current Password" field.
2. In the "New Password" field, type the new password and confirm that password by entering it in the next field.
3. Click the **Change** button. You are automatically logged out of ACMIS. Return to the Welcome screen to log in with your new password.

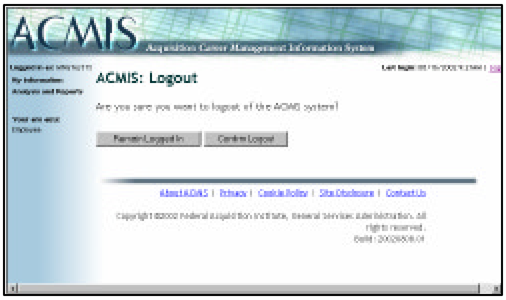
Rules of Behavior

The first time you log in with your new password, you must read and accept the *Rules of Behavior* to enter the system. The *Rules of Behavior* are based on GSA's policies and guidelines and other cited Federal documents. Click the **I Agree** button to confirm that you understand the responsibilities and expected behavior in safeguarding IT resources. This will end your session and you must log in again. *Note that you must accept the Rules of Behavior on an annual basis.*

Getting Started Using ACMIS

To Logout of ACMIS:

1. To logout of ACMIS, click on the **Logout** link located in the upper right corner of the screen.
2. A message asking you to confirm logout is displayed.
3. Click the **Confirm Logout** button.
   You are logged out of ACMIS.


ACMIS
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Remain Logged In
Confirm Logout
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ACMIS: Logout

Are you sure you want to logout of the ACMIS system?

Logout Screen

Forgot Password

The system allows five failed login attempts before locking an account. Instead of guessing at your password and risk being locked out, there are two options available:

1. Contact your Program Administrator to reset your password.
2. You will receive an e-mail (*Password Change Requested)* that contains a temporary password. Use this to log in to the system and create your new password.

OR

1. Click the **Forgot Your Password?** link.
2. Enter the required information on the Forgot Password screen and click on the **Next** button.
3. Enter the answer to the hint question from your original registration form. The Verification Successful screen is displayed and you will receive an e-mail containing a temporary password within 24 hours.

NOTE *If the hint question is **not** the one created at registration, your account has been locked. Contact your Program Administrator to reset your account.*

Failed Login Attempts

After five failed login attempts, an ACMIS account is disabled. *If* you have been identified by a valid username, an e-mail is sent to you. The message indicates that:

- Your ACMIS account has been disabled due to excessive failed login attempts; and
- Contact your Program Administrator to reset your account.

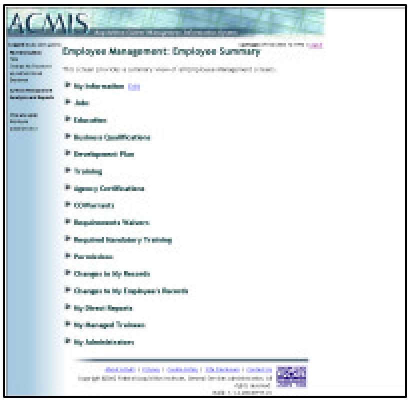
Remember: You can always e-mail questions to the ACMIS Help Desk.
acmis_help@sra.com

Employee Management Screen

Employee Management: Employee Summary is the primary screen which houses links to sections where employee data is entered and edited in ACMIS. The following pages provide descriptions of the sections and steps on how to create, edit, and view data.

Using ACMIS:

- Click the arrow to view or hide a section.
- **Edit** and **Delete** links are displayed once information has been added to a section.
- A required field left blank or completed incorrectly will display an error message and prompt you to fix the error.
- Click the **Cancel** button to leave the current section and return to the previous without saving changes.


ACMIS
Employee Management: Employee Summary
My Information
Edit
Jobs
Education
Business Qualifications
Development Plan
Training
Agency Certifications
Requirements Waivers
Required Mandatory Training
Permissions
Changes to My Records
Changes to My Employee's Records
My Direct Reports
My Managed Trainees
My Administrators

Employee Management Screen

My Information

Displays the employee profile, which contains data such as name, hire date, social security number, and grade level.

Jobs

Displays an employee's current job and jobs held in the past.

The first record to create is your current job. It is important to verify that current job information is accurate so your agency's Program Administrator can find you in the system.

Business Qualifications

Tracks an employee's 24 semester hours of business-related courses.

Education

Lists an employee's formal education.

Development Plan

Displays career objectives and activities developed by manager and employee.

Training

Displays an employee's scheduled and/or completed training.

Select your Mandatory Training Group **before** entering completed training.

Employee Management Screen

- **Agency Certifications**

Lists information on the formal certifications an employee has received from the Federal Government.

- **CO Warrants**

Lists information on the authority an employee has to purchase goods and services.

- **Requirements Waivers**

Contains data on waivers issued to an employee.

- **Required Mandatory Training**

Lists required training courses.

Select this group **before** entering completed training.

- **Permissions**

Lists staff granted permission by the employee to view his/her records.

- **Changes to My Records**

Provides a summary of edits to an employee’s records.

- **Changes to My Employee’s Records**

Provides a summary of edits to staff records.

- **My Direct Reports**

Displays a list of supervised employees with links to their records.

- **My Managed Trainees**

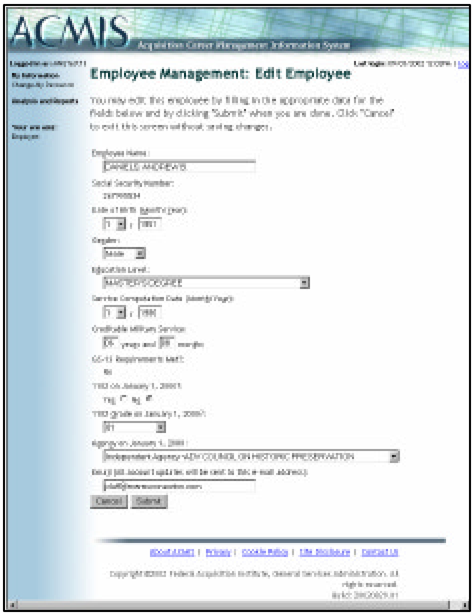
Provides links to staff training information.

- **My Administrators**

Lists the Program Administrators who maintain agency information.

Creating, Editing, & Viewing Data

NOTE *All the steps for creating, editing, and viewing data start on the Employee Management: Employee Summary screen.*


ACMIS
Acquisition Career Management Information System
Cancel
Submit

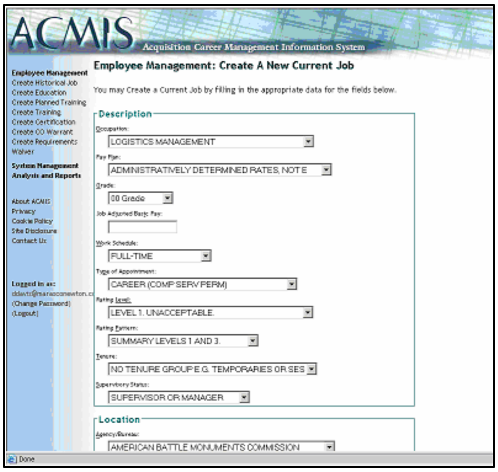
Employee Management: Edit Employee

You may edit this employee by filling in the appropriate data for the fields below and by clicking "Submit" when you are done. Click "Cancel" to exit this screen without saving changes.

Edit Employee Screen

To Edit My Information:

1. Click the **Edit** link beside My Information. The Edit Employee screen is displayed.
2. Enter the appropriate information in the blank fields or select from the drop-down menus.
3. Click **Submit** to save the information and return to the Employee Management screen.


ACMIS
Acquisition Career Management Information System
Employee Management
Create Historical Job
Create Education
Create Planned Training
Create Training
Create Certification
Create CO Warrant
Create Requirements Waiver
System Management
Analysis and Reports
About ACMIS
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Site Disclosure
Contact Us
Logged in as:
(Change Password)
(Logout)
Done

Employee Management: Create A New Current Job

You may Create a Current Job by filling in the appropriate data for the fields below.

Description

Occupation: LOGISTICS MANAGEMENT

Pay Plan: ADMINISTRATIVELY DETERMINED RATES, NOT E

Grade: 00 Grade

Job Adjusted Basic Pay:

Work Schedule: FULL-TIME

Type of Appointment: CAREER (COMP SERV PERM)

Rating Level: LEVEL 1. UNACCEPTABLE.

Rating Pattern: SUMMARY LEVELS 1 AND 3.

Tenure: NO TENURE GROUP E.G. TEMPORARIES OR SES

Supervisory Status: SUPERVISOR OR MANAGER

Location

Agency/Bureau: AMERICAN BATTLE MONUMENTS COMMISSION

Create a New Current Job Screen

To Create a Job:

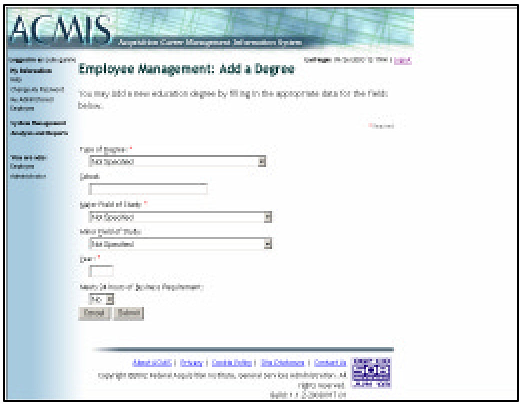
1. Click the arrow beside **Jobs**. *Note that is section is is blank if you have never entered a job record in ACMIS*.
2. Choose to create a new current permanent job or historical job and click on the corresponding link.
3. Enter the appropriate information in the blank fields or select from the drop-down menus. *Note that there are four screens to complete*.
4. Click the **Submit** button to save the information and return to the Employee Management screen.

*Use the **Edit** and **Delete** links to modify or remove job information.*

Creating, Editing, & Viewing Data

To Create Education Information:

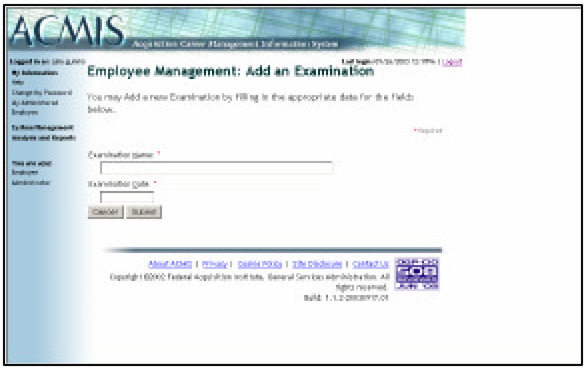
1. Click the arrow beside **Education**. The education history is displayed.
2. Click the **Create Education** link.
3. Enter the appropriate information in the blank fields or select from the drop-down menus. *Note that there is a field available to indicate whether a degree meets the 24 hour business requirements.*
4. Click the **Submit** button to save the information and return to the Employee Management screen.


ACMIS
Acquisition Career Management Information System
Employee Management: Add a Degree
Cancel
Submit

Add a Degree Screen

To Add Business Qualifications:

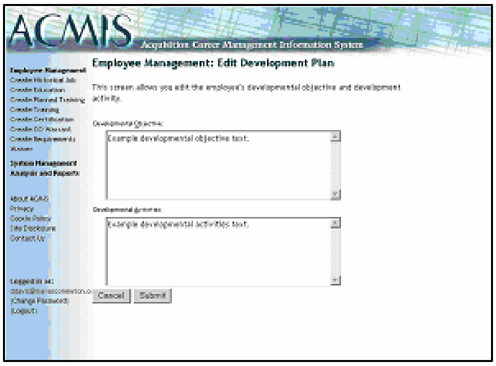
1. Click the arrow beside **Business Qualifications**. The business qualifications are displayed.
2. Choose to add a degree, exam, or business course, and click on the corresponding link.
3. Enter the appropriate information in the blank fields or select from the drop-down menus.
4. Click the **Submit** button to save the information and return to the Employee Management screen.


ACMIS
Acquisition Career Management Information System
Employee Management: Add an Examination
Cancel
Submit

Add an Examination Screen

To Edit the Objective and Activity for Development Plan:

1. Click the arrow beside **Development Plan**. The plan is displayed.
2. Click the **Edit Objective and Activity** link.
3. Review and edit the "Objective" and "Activity" fields.
4. Click the **Submit** button to save the information and return to the Employee Management screen.


ACMIS
Acquisition Career Management Information System
Employee Management: Edit Development Plan
Cancel
Submit

This screen allows you edit the employee's developmental objective and development activity.

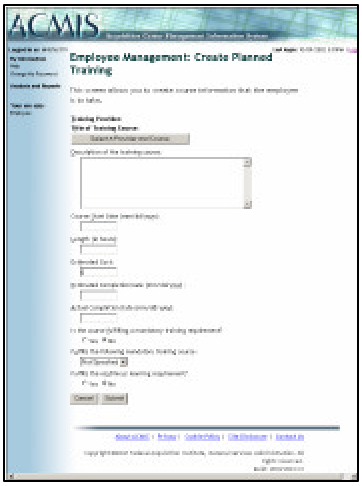
Example developmental objective text.

Example developmental activities text.

Edit Development Plan Screen

Creating, Editing, & Viewing Data

To Create Planned Training:



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Acquisition Career Management Information System

Employee Management: Create Planned Training

Select a Provider and Course
Cancel
Submit

Create Planned Training Screen

1. Click the arrow beside **Development Plan**. The plan is displayed.
2. Click the **Create Planned Training** link.
3. Click the **Select a Provider and Course** button. The Employee Management: Training Providers screen is displayed.
4. Locate the course provider's name and click on the arrow beside the name to view the course. Use the **Create a Course** link to add a course if it is not listed.
5. Click the radio button beside the course.
6. Click the **Submit** button at the bottom of the screen to select the course and return to the Create Planned Training screen.
7. Complete the remaining fields on the screen.
8. Click the **Submit** button to save the information and return to the Employee Management screen.

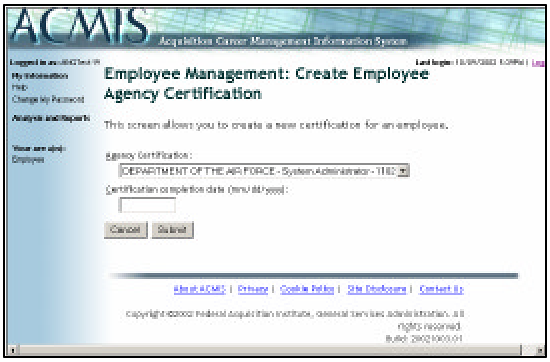
NOTE *If a training provider is not listed, contact the Program Administrator to add the training provider to the system.*

To Create Training: *(Remember to Select the Mandatory Training Group first.)*

1. Click the arrow beside **Training**. The training information is displayed.
2. Click the **Training** link.
3. Follow steps 3-8 listed above (*Create Planned Training)*.

To Add Certificates:

1. Click the arrow beside **Agency Certifications**.
2. Click the **Create Employee Certification** link.
3. Select an agency from the drop-down menu and enter the date of completion on the Create Agency Certification screen.
4. Click the **Submit** button to save the information and return to the Employee Management screen.



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My Information
Help
Change My Password
Analysis and Reports
Cancel
Submit
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Employee Management: Create Employee Agency Certification

This screen allows you to create a new certification for an employee.

Agency Certification: DEPARTMENT OF THE AIR FORCE - System Administrator - 1102

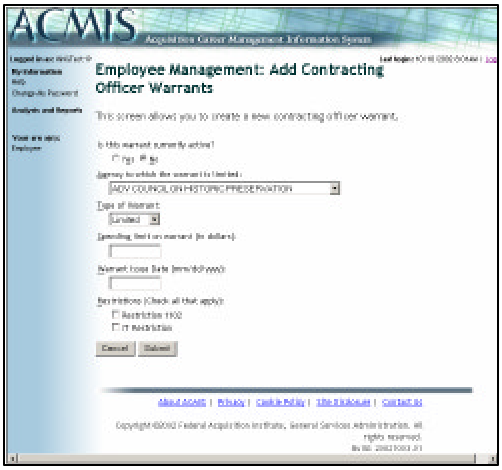
Certification completion date (mm/dd/yyyy):

Create Agency Certification Screen

Creating, Editing, & Viewing Data

To Add Warrant Information:

1. Click the arrow beside **CO Warrants**. The CO Warrants are displayed.
2. Click the **Create Contracting Officer Warrant** link.
3. Enter the appropriate information in the blank fields or select from the drop-down menus.
4. Click the **Submit** button to save the information and return to the Employee Management screen.



Employee Management: Add Contracting Officer Warrants

This screen allows you to create a new contracting officer warrant.

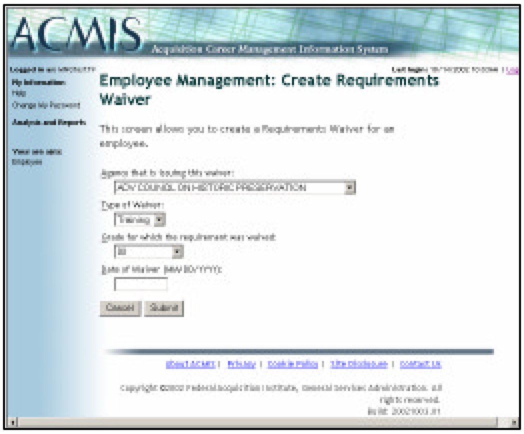
Is this warrant currently active?
○ Yes ● No
Agency to which the warrant is limited:
ADV COUNCIL ON HISTORIC PRESERVATION
Type of Warrant:
Limited
Spending limit on warrant (in dollars):
Warrant Issue Date (mm/dd/yyyy):
Restrictions (Check all that apply):
☐ Restriction 1102
☐ IT Restriction

Add Contracting Officer Warrants Screen

To Add a Requirements Waiver:

1. Click the arrow beside **Requirements Waivers**. The Requirements Waivers are displayed
2. Click the **Create Requirements Waiver** link.
3. Enter the appropriate information in the blank fields or select from the drop-down menus.
4. Click the **Submit** button to save the information and return to the Employee Management screen.

NOTE *Remember: waivers issued for more than one type must be entered separately.*



Employee Management: Create Requirements Waiver

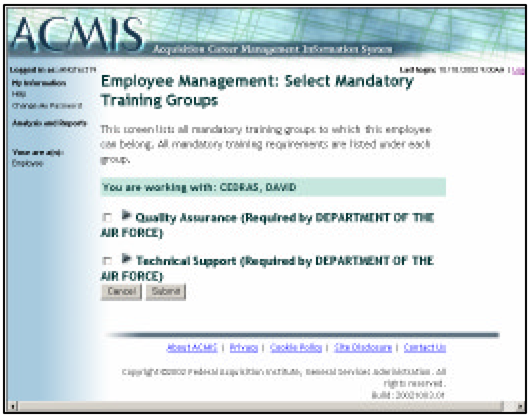
This screen allows you to create a Requirements Waiver for an employee.

Agency that is issuing this waiver:
ADV COUNCIL ON HISTORIC PRESERVATION
Type of Waiver:
Training
Grade for which the requirement was waived:
Date of Waiver (MM/DD/YYYY):

Create Requirements Waiver Screen

To Add Mandatory Training Information:

1. Click the arrow beside **Required Mandatory Training**. Mandatory training groups assigned to the employee are displayed.
2. Click the **Select Mandatory Training Group** link. The mandatory training groups for all agencies are displayed. Look for your agency.
3. Click the arrow beside the group name to view the course information.
4. Click the box beside each group name to add it as an employee's mandatory training group.
5. Click the **Submit** button to save the information and return to the Employee Management screen.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Acquisition Career Management Information System

Employee Management: Select Mandatory Training Groups

This screen lists all mandatory training groups to which this employee can belong. All mandatory training requirements are listed under each group.

You are working with: CEDRAS, DAVID

☐ ▶ Quality Assurance (Required by DEPARTMENT OF THE AIR FORCE)

☐ ▶ Technical Support (Required by DEPARTMENT OF THE AIR FORCE)

Cancel
Submit
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Select Mandatory Training Groups Screen

NOTE *To remove a mandatory training group, follow the above steps, except uncheck the box beside the group name and click on the Submit button.*

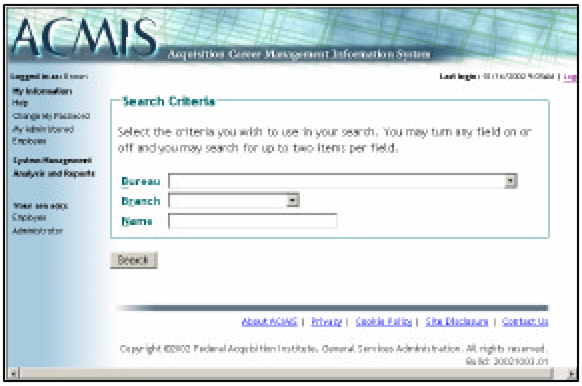
Creating, Editing, & Viewing Data

Permissions

To select supervisors and training managers that will have permission to access your information, use the Permissions screen. After entering criteria, a search of the ACMIS database is run to locate the supervisor or manager.

To Add a Supervisor:

1. Click the arrow beside **Permissions**. The selected Supervisors are displayed.
2. Click the **Add new Supervisor** link. The Search Criteria screen is displayed.
3. Enter the name of the supervisor.
4. Click the **Search** button. A screen is displayed with the matches to the search.
5. Click the radio button beside the name of the supervisor.
6. Click the **Submit** button to save the information and return to the Employee Management screen.



Select the criteria you wish to use in your search. You may turn any field on or off and you may search for up to two items per field.

Search Criteria Screen

To Add a Training Manager:

1. Click the arrow beside **Permissions**. The selected Training Managers are displayed.
2. Click the **Add new Training Manager** link. The Search Criteria screen is displayed.
3. Follow steps 3-6 listed above (*To Add a Supervisor)*.

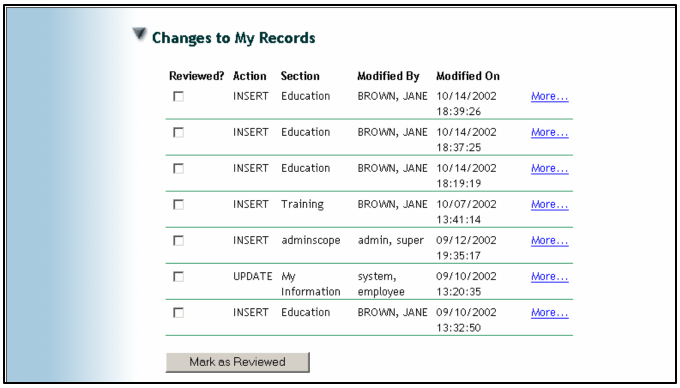
NOTE *If the search does not find the supervisor or training manager for the selected Agency-Bureau-Branch, contact the Program Administrator to have this person added to the system.*

Changes to Records

Any updates made to an employee's records in ACMIS are summarized on the Changes to My Records and Changes to My Employee's Records screens. Managers and employees view the changes and verify the edits by marking them as reviewed. When an employee's records are edited by someone else, the employee receives an e-mail notification.

To Review Changes to Records:

1. Click the arrow beside Changes to My Records or Changes to My Employee's Records. All changes that have not been reviewed are displayed.
2. Review the list to ensure all changes are accurate.
3. Click the box to the left of each change to mark it as reviewed.
4. Click the **Marked as Reviewed** button. The page is refreshed and marked changes no longer appear in the summary of changes.



Reviewed?	Action	Section	Modified By	Modified On	
☐	INSERT	Education	BROWN, JANE	10/14/2002 18:39:26	More...
☐	INSERT	Education	BROWN, JANE	10/14/2002 18:37:25	More...
☐	INSERT	Education	BROWN, JANE	10/14/2002 18:19:19	More...
☐	INSERT	Training	BROWN, JANE	10/07/2002 13:41:14	More...
☐	INSERT	adminscope	admin, super	09/12/2002 19:35:17	More...
☐	UPDATE	My Information	system, employee	09/10/2002 13:20:35	More...
☐	INSERT	Education	BROWN, JANE	09/10/2002 13:32:50	More...

Employee Management Screen

OR

5. To see a description of the edits made, click on the **More** link beside the change. The View Changes to My Records/ View Changes to My Employee's Records screen is displayed.
6. Click the **Yes** button to mark a change as reviewed. The page is refreshed and the Employee Management main screen is displayed.

Creating, Editing, & Viewing Data

The following screens are related to access levels of users in ACMIS.

- **My Direct Reports:** displays a list of employees that have selected you as a supervisor in ACMIS. *(If a user does not supervise employees, this screen will be blank.)* This means you can view all of the listed employees' data with the exception of social security number. *Click on an employee's name to link to his/her record.*

- **My Managed Trainees:** displays a list of employee's that have selected you as a training manager in ACMIS. *(If a user does not manage training for employees, this screen will be blank.)* This means you can review all the listed employees' training information. *Click on an employee's name to link to his/her record.*

- **My Administrators:** displays a list of the Program Administrators who have access to view and edit the employee's records and monitors who have access to view the employee's records.

NOTE *The following steps are for Program Administrators and monitors.*

To View an Employee's Records:

1. Click the **My Administered Employee** link on the sidebar. *Note: This is only available when the My Information screen is displayed.*
2. Enter the first name, last name, or username of the employee. If known, you can enter the social security number. More criteria increases the speed of the search. *Note: The search feature is used to help prevent duplicate records.*
3. Click the **Search** button. A screen is displayed with the matches to your search.
4. Click the employee's name to link to his/her records. The Employee Management: Administered Employee Summary screen opens.

ACMIS Reports

Below is a list of the nine standard reports available in ACMIS. Registered users and the general public can obtain reports with summary information. Only those with Agency Program Manager rights and above may access reports with detailed information. *The steps for producing reports in ACMIS are on page 18.*

ACMIS Reports: Titles and Descriptions

- **Attritions/Separations Report:** provides the number or percentages of employees for each separation code grouped by fiscal year of the separation.
- **College Graduates by Agency and Grades:** provides the number of employees who are college graduates grouped by agency and grade level.
- **Employment by Metropolitan Statistical Areas:** provides the number or percentages of employees grouped by metropolitan statistical area.
- **Grade Demographics Distribution:** provides the number or percentages of employees grouped by various demographic categories (e.g., gender and age category).
- **Hires Average Age:** provides the average age of hires grouped by occupation (series).
- **Hires Statistics:** provides the number or percentages of employees hired during the current fiscal year grouped by various categories.
- **Losses Statistics:** provides the number or percentages of employee losses during the current fiscal year grouped by various categories.
- **Retirement:** provides the number or percentages of employees in their CO warrant types grouped by the year of retirement eligibility.
- **Retirement by Eligibility:** provides the number or percentages of employees eligible to retire during the current fiscal year grouped by agency.

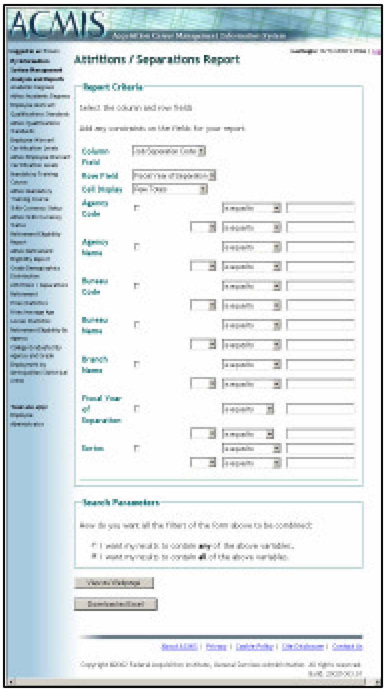
ACMIS Reports

To Run a Report:

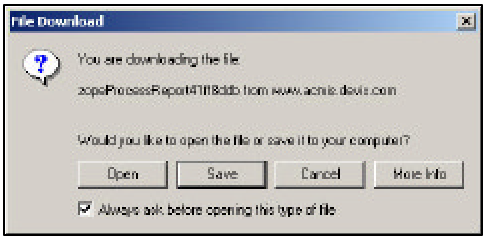
1. Open your Browser and type the URL in the Address field: www.acmis.gov The Welcome to ACMIS screen is displayed.
2. Click the **Analysis and Reports** link in the sidebar. The Reports screen is displayed.
3. Select the type of report by clicking the appropriate link. The [Name of Report] screen is displayed.
4. Choose criteria to define the report. Select a category by clicking the box beside it; enter the appropriate information in the blank fields and select from the drop-down menus.
5. Click the radio button in the "Search Parameters" box to select how to combine the filters chosen.
6. Click the **View as Webpage** button to have the report displayed in your browser window.

OR

7. Click the **Download as Excel** button to save the report in a Microsoft Excel spreadsheet. The "File Download" dialog box is displayed.
8. Click the **Open** button. Microsoft Excel opens and the report data is displayed.



Report Screen



You are downloading the file:

zopeProcessReport47ff8ddb from www.acmis.devis.com

Would you like to open the file or save it to your computer?

☑ Always ask before opening this type of file

File Download Dialog Box

Notes:

Frequently Asked Questions

Q: I cannot find my supervisor (or training manager) in ACMIS. How can I give him/her access to my records?

A: It is possible that your supervisor’s job series is not included in ACMIS. If this is the case, you will not find him/her in the system. Have your supervisor contact the Program Administrator to create his/her personnel record. Then your supervisor must register in ACMIS and add his/her current job. Once this process is complete, you will find your supervisor in the system and can give him/her rights to access your records.

Q: What happens if I am locked out of ACMIS?

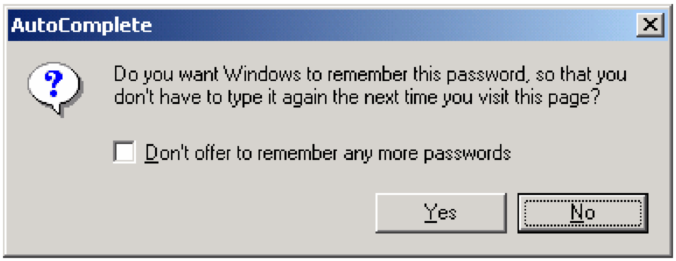
A: See page 7 for more information.

Q: I am locked out of the system and my Program Administrator cannot find my records to reset my password or account. Why is this?

A: Were you able to add your current job before getting locked out? If not, then your records are in ACMIS, but the Program Administrator does not have access to them. This will have to be resolved by the ACMIS System Administrator who will need your username to reset the account.

Q: Should I use the Windows AutoComplete option to remember my password?

A: No. When you are logging into ACMIS, the “AutoComplete” dialog box may appear. Click in the check box to deactivate this option in the future. Click the **NO** button to decline this option. For security purposes, you do not want Windows to remember your password.



Do you want Windows to remember this password, so that you don't have to type it again the next time you visit this page?

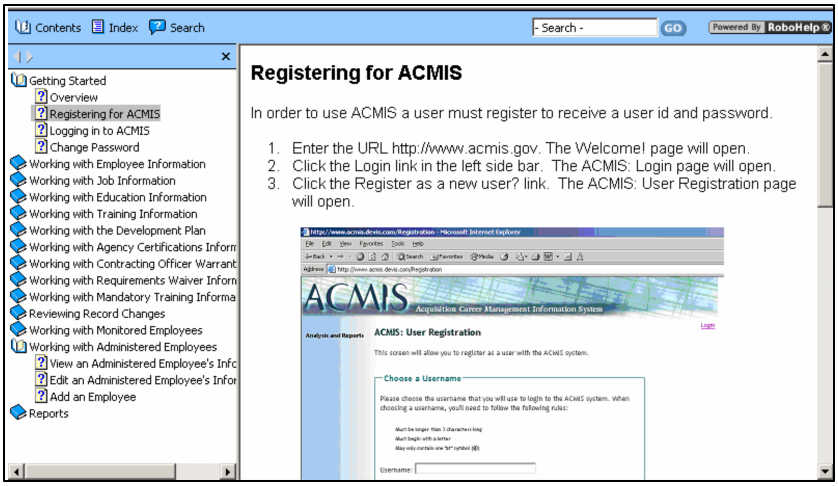
☐ Don't offer to remember any more passwords

AutoComplete Dialog Box

On-line Help

There is an extensive on-line Help structure that can be used as a reference guide to locate answers to questions while working in ACMIS. The online Help resource is divided into three categories: Contents, Index, and Search. Once you're logged into ACMIS, click on the **Help** link in the sidebar to access the Help files. *Note that the files open in a separate browser window. You can close this window without exiting ACMIS.*

Help Tabs	Definition	How to Use
Contents	Help topics categorized into sections.	➢ Click the section name link to reveal subsections. Click the topic to display the information.
Index	Help topics located by keyword.	➢ Enter a keyword or click on the topic link to the information.
Search	Help topics located by any matching word or phrase.	➢ Enter a keyword or phrase and click **Go**. Click the topic to display the information.


Contents
Index
Search
- Search -
GO
Powered By RoboHelp®
Getting Started
Overview
Registering for ACMIS
Logging in to ACMIS
Change Password
Working with Employee Information
Working with Job Information
Working with Education Information
Working with Training Information
Working with the Development Plan
Working with Agency Certifications Inform
Working with Contracting Officer Warrant
Working with Requirements Waiver Inforn
Working with Mandatory Training Informa
Reviewing Record Changes
Working with Monitored Employees
Working with Administered Employees
View an Administered Employee's Infc
Edit an Administered Employee's Infor
Add an Employee
Reports
http://www.acmis.devis.com/Registration - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.acmis.devis.com/Registration
ACMIS
Acquisition Career Management Information System
Analysis and Reports
Login

Registering for ACMIS

In order to use ACMIS a user must register to receive a user id and password.

1. Enter the URL http://www.acmis.gov. The Welcome! page will open.
2. Click the Login link in the left side bar. The ACMIS: Login page will open.
3. Click the Register as a new user? link. The ACMIS: User Registration page will open.

ACMIS: User Registration

This screen will allow you to register as a user with the ACMIS system.

Choose a Username

Please choose the username that you will use to login to the ACMIS system. When choosing a username, you'll need to follow the following rules:

Username:

ACMIS Online Help Screen

Conclusion

ACMIS Help Desk

- For additional assistance, contact the ACMIS Help Desk.

acmis_help@sra.com

Contact Information for your agency: